



DEPARTMENT OF THE ARMY
35TH AIR DEFENSE ARTILLERY BRIGADE
UNIT 15757
APO AP 96266

EAAD-Z

01 February 2007

MEMORANDUM FOR All 35th Air Defense Artillery Brigade Assigned Soldiers and Civilians

SUBJECT: 35th Air Defense Artillery Brigade Policy Letter #11 – Leaves/Passes/Buddy Policy

1. References.

- a. Army Regulation (AR) 600-8-10, Leaves and Passes, 31 July 2003.
- b. United States Forces Korea (USFK) Regulation 600-8-10, Leaves and Passes, 25 June 1999.
- c. United States Army in Korea Standards Handbook, June 2006.

2. Purpose. This policy will ensure safety, accountability, and good order and discipline for Soldiers by creating efficient procedures to gain leave approval from the Brigade Commander and ensuring leaders are engaged with Soldiers when they are planning off duty activities.

3. Policy.

a. Subordinate units will develop written SOPs for requesting leave. These requirements will be clearly published so that Soldiers understand what documentation they may need or how far in advance they must plan to take their desired leave. The intent is for leaves and passes to be reviewed and approved/disapproved in a timely manner. These SOPs will include:

(1) Procedures to ensure only 10% of the unit is off peninsula at one time and that overall mission readiness is maintained with remaining personnel.

(2) Verification that the Soldier has required passport and visas.

(3) When Brigade Commander approval is required, all required paperwork arrives at the Brigade S1 NLT 14 days before the requested leave.

(4) Emergency leave paperwork can be processed within 48 hours of notification.

(5) Compliance with all USFK and Eighth Army regulations.

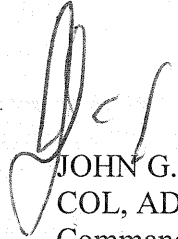
b. Soldiers who need Brigade Commander approval to take leave are those Soldiers:

(1) Traveling to a Force Protection Condition (FPCON) Bravo or Charlie country. Final approval authority for FPCON Charlie is the first general officer in the chain of command.

(2) Requesting more than 30 days leave.

c. Buddy system. The Global War on Terror, unfamiliar surroundings, and mission readiness, mandate specific accountability and protection of our Soldiers. Additionally, Soldiers must serve as ambassadors for the United States and the US Army on and off duty and always carry themselves as exemplary guests for our Korean hosts. Therefore, subordinate commanders will develop a buddy program and written policy to ensure proper conduct and accountability of Soldiers. Authority to make exceptions to the battalion policies is withheld to the battalion commanders.

4. The proponent for this policy letter is the Brigade Adjutant at 783-5567.



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Commanding